

Pell Grant Reconciliation File Report Reader Instructions

1. Request a fixed-length Pell Reconciliation file by sending a batch request from your software or requesting it directly on the COD Web site via the Batch /Report Requests/New Report Request menu.
2. Once the report request has been fulfilled and the file has been received via your school's Student Aid Internet Gateway (SAIG) mailbox, save the file from the SAIG mailbox to a predetermined location. For example, this could be to your desktop or a folder titled *COD Pell Grant Reconciliation reader and files*.
3. Download the Pell Grant Reconciliation File Report Reader from the COD Web site. It is posted in the "Today's Update" section which can be accessed from the gray menu bar located on the bottom of the COD Web home page. It can be saved in the same folder in which you saved the Pell Grant Reconciliation file.
4. Open the Reader.
5. Click on Enable Editing. You may only need to do this the first time you open the reader.

The screenshot shows the Pell Grant Reconciliation File Report Reader interface within a Microsoft Excel environment. The Excel ribbon at the top includes FILE, HOME, INSERT, PAGE LAYOUT, FORMULAS, DATA, REVIEW, and VIEW. A yellow status bar at the top of the worksheet area displays "PROTECTED VIEW" and a warning: "Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View." A red circle highlights the "Enable Editing" button in the top right corner of the worksheet area.

The worksheet content includes the following elements:

- Row 1:** Column A contains the text "Use this reader to parse and view your requested report".
- Row 2:** Column A contains the text "Pell Recon Fixed-".
- Row 3:** Column A contains the text "Length Flat File".
- Row 3:** Column B contains a text input field.
- Row 3:** Column C contains a "Browse" button.
- Row 6:** Column D contains a "Start" button.
- Row 14:** Column A contains the text "Notes:".
- Row 14:** Column B contains the text "This file is compatible with message classes:". A yellow box containing the text "PGRC17OP" is positioned to the right of this text.
- Row 14:** Column C contains the text "The output of this file corresponds to the report layout of the most recent COD Technical Reference:". To the right of this text is the text "Volume VI, Section 8, Page 33 (July 2016)".
- Row 20:** Column A contains the text "After using this report reader, DO NOT save this file; a new Excel file, with only your data, will be created and saved for you".
- Row 21:** Column A contains the text "If you accidentally save over this reader, delete it and re-download the original".
- Row 24:** Column A contains the text "Last Updated:". Column B contains the text "8/23/2016".

- Click on Enable Content. You may only need to do this the first time you use the reader.

The screenshot shows the Microsoft Excel ribbon with the 'HOME' tab selected. A yellow security warning banner is visible, stating 'SECURITY WARNING: Some active content has been disabled. Click for more details.' The 'Enable Content' button is circled in red. Below the banner, the Excel grid shows a report reader interface. The first row (row 1) contains the text 'Use this reader to parse and view your requested report'. The second row (row 2) contains a text box labeled 'Pell Recon Fixed-Length Flat File' and a 'Browse' button. The third row (row 3) contains a 'Start' button. The fourth row (row 4) contains a 'Notes:' label. The fifth row (row 5) contains the text 'This file is compatible with message classes:'. The sixth row (row 6) contains a yellow box with the text 'PGRC17OP'. The seventh row (row 7) contains the text 'The output of this file corresponds to the report layout of the most recent COD Technical Reference:'. The eighth row (row 8) contains the text 'Volume VI, Section 8, Page 33 (July 2016)'. The ninth row (row 9) contains the text 'After using this report reader, DO NOT save this file; a new Excel file, with only your data, will be created and saved for you'. The tenth row (row 10) contains the text 'If you accidentally save over this reader, delete it and re-download the original'. The eleventh row (row 11) contains the text 'Last Updated: 8/23/2016'.

- Click the Browse button and locate the Pell Grant Reconciliation fixed-length file (PGRC) you previously requested, received, and saved from your SAIG mailbox.

8. After the file has been selected and is populated in the box to the left of the Browse button, click the Start button. The reader will run.

	A	B	C	D	E	F	G	H	I	J
1	Use this reader to parse and view your requested report									
2										
3	Pell Recon Fixed-	C:\work\COD Report Readers\Desktop					Browse			
4	Length Flat File									
5										
6										
7	<div style="border: 1px solid black; padding: 5px; display: inline-block;">Start</div>									
8										
9										
10										
11										
12										
13										
14	Notes:	This file is compatible with message classes:		PGRC17OP		The output of this file corresponds to the report layout of the most recent COD Technical Reference:		Volume VI, Section 8, Page 33 (July 2016)		
15										
16										
17										
18										
19										
20	After using this report reader, DO NOT save this file; a new Excel file, with only your data, will be created and saved for you									
21	If you accidentally save over this reader, delete it and re-download the original									
22										
23										
24										
25	Last Updated:		8/23/2016							
26										
27										
28										

9. A spreadsheet is automatically created and saved for you. Be sure to note the location of the saved spreadsheet file.
10. You can use the data in the spreadsheet to research discrepancies between the COD System and your school records. You can also reformat or reorder any fields/columns as needed.
11. When you close the original reader file, you will be asked if you want to save your changes. DO NOT SAVE. This will overwrite the reader. The formatted spreadsheet has already been saved for you as noted in Step 9.
12. If you do accidentally save changes to the reader file, you will need to delete that reader file and download the reader from the COD Web site location again for your next use.